

SAMPLE BUDGET FORMS

FOR CONSTRUCTING

DISCRETIONARY GRANT

APPLICATION BUDGETS

***SAMPLE BUDGET ENTRIES ARE FOR DEMONSTRATION PURPOSES**

JUNE 1, 2002

BUDGET DETAIL FORM A
Personal Services - Salaries
Function & Object Codes 100-100 and 200-100

Date: June 1, 2002

NGO TITLE: Math for Talented Students	<input type="checkbox"/> <u>Check box if this is a subgrantee form and identify Subgrantee below.</u>
APPLICANT (LEAD) AGENCY: Bakersfield Public Schools	SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application package* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	POSITION/NAME	COST CALCULATION For full-time positions: total annual salary x percent of time to the grant project = total For part-time positions: rate (\$) per hour x number of hours per week x number of weeks per year = total	GRANT REQUEST AMOUNT
1.3.2, 1.3.4 & 5	100-100	Teacher/C. Mathius for talented math class	\$42,000/yr. x 100% time on grant = \$42,000	\$21,000
1.1.4, 1.3.2, 2.1	100-100	Professional Development Compensation - 12 math teachers attend Summer in-service on talented math training	12 teachers x 10 hours per teacher x \$25/hour = \$3,000	\$3,000
2.1.1 - 2.1.5	200-100	Project Director/P. Dee	\$50,000/yr. x 25% of time on grant = \$12,500	\$12,500
2.1.1 - 2.1.5	200-100	Secretary/tba	\$15/hour x 150 hours = \$2,250	\$1,500

BUDGET DETAIL FORM B*Personal Services – Employee Benefits**Function & Object Code 200-200*Date: June 1, 2002

NGO TITLE: Math for Talented Students

☐ **Check box if this is a subgrantee form and identify subgrantee below.**

APPLICANT (LEAD) AGENCY: Bakersfield Public Schools

SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* package for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

POSITION/NAME	GRANT REQUESTED SALARY AMOUNT	FICA <u>7.65%</u>	TPAF <u>5%</u>	PERS -----%	WRKR'S COMP <u>0.81%</u>	UNEMPLY. <u>0.25%</u>	DISABIL. <u>0.10%</u>	HEALTH <u>Varies</u>	OTHER SPECIFY: <u>Dental -</u> <u>Fixed \$120</u>	TOTAL % OF BENEFITS	GRANT REQUEST AMOUNT (BENEFITS ONLY)
Teacher/C. Mathius	\$21,000	1,606	1,050	-0-	170	52	21	1,500	60	21.2%	\$4,459
Professional Development 12 teachers	\$3,000	229			24	7				8.6%	\$260
Project Director/ P. Dee	\$12,500	956	625	-0-	101	31	12	750	30	20%	\$2,505
Secretary/tba	\$1,500	114			12	3				8.6%	\$129

BUDGET DETAIL FORM C
Purchased Professional and Technical Services
Function & Object Codes 100-300 and 200-300

Date: June 1, 2002

NGO TITLE: Math for Talented Students
APPLICANT (LEAD) AGENCY: Bakersfield Public Schools

☐ **Check box if this is a subgrantee form and identify subgrantee below.**

SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* package for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	DESCRIPTION/PURPOSE	RATE: HOURLY, DAILY, FLAT FEE	TIME REQUIRED	GRANT REQUEST AMOUNT
			.		
1.1.4	200-300	Consultant/to be determined, to conduct in-service for talented math teachers on using technology to align talented math curriculum to NJ CCCS	\$315 per day	6 days	\$1,890

BUDGET DETAIL FORM D
Supplies and Materials
Function & Object Codes 100-600 and 200-600

Date: June 1, 2002

NGO TITLE: Math for Talented Students	<input type="checkbox"/> <u>Check box if this is a subgrantee form and identify subgrantee below.</u>
APPLICANT (LEAD) AGENCY: Bakersfield Public Schools	SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* package for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	ITEM DESCRIPTION	UNIT COST (UC)	QUANTITY (Q)	GRANT REQUEST AMOUNT (GR)
1.3.5	100-600	Instructional supplies for talented math students (notebooks, pencils, erasers, calculators)	\$6/student	100 students	\$600
1.3.5 - 1.3.10	100-600	Math workbooks for talented math students	\$10/book	100	\$1,000
1.3.5 – 1.3.10	100-600	Math textbooks for talented math students	\$25/book	100	\$2,500
1.5 all activities	100-600	Math software for 20 math lab computers	\$89/computer	20	\$1,780
2.4	200-600	General office supplies such as photocopy paper, envelopes and file folders.	Varies	Varies	\$200

Equipment
Function & Object Codes 400-731 and 400-732

Date: June 1, 2002

NGO TITLE: Math for Talented Students	<input type="checkbox"/> <u>Check box if this is a subgrantee form and identify subgrantee below.</u>
APPLICANT (LEAD) AGENCY: Bakersfield Public Schools	SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* package for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

[illegible]

BUDGET DETAIL FORM FDate: June 1, 2002

*Other Purchased Services, Other Objects, Purchased Property Services, Travel, Indirect Costs, Buildings
Function & Object Codes 100-500, 100-800, 200-400, 200-500, 200-580, 200-800, 200-860, 400-720*

NGO TITLE: Math for Talented Students	<input type="checkbox"/> <u>Check box if this is a subgrantee form and identify subgrantee below.</u>
APPLICANT (LEAD) AGENCY: Bakersfield Public Schools	SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* package for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	DESCRIPTION/COST CALCULATION	GRANT REQUEST AMOUNT
7.3.1	100-800	Full day field trip to math/science museum: Admission: 100 students @ \$2 each = \$200	\$200
	200-500	One-day transportation to museum - two (2) buses @ \$100/day/bus = \$200	\$200
5.5.5	200-500	National Math Teachers Convention in Atlanta, Georgia: Registration: 2 staff @ \$100 each = \$200	\$200
	200-580	Round-trip airfare from Newark: 2 staff @ \$150 each = \$300	\$300
	200-580	Hotel: 3 nights/room x 1 room x \$75/night	\$225
	200-580	Meals: 2 staff x 3 days/staff x \$40/day	\$240

BUDGET DETAIL FORM A
Personal Services - Salaries
Function & Object Codes 100-100 and 200-100

Date: June 1, 2002

NGO TITLE: Math for Talented Students	<input checked="" type="checkbox"/> <u>Check box if this is a subgrantee form and identify subgrantee below.</u>
APPLICANT (LEAD) AGENCY: Bakersfield Public Schools	SUBGRANTEE: Moline Central

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Standard Application Package* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	POSITION/NAME	COST CALCULATION For full-time positions: total annual salary x percent of time to the grant project = total For part-time positions: rate (\$) per hour x number of hours per week x number of weeks per year = total	GRANT REQUEST AMOUNT
1.3.2, 1.3.4	100-100	Teacher/Vacant for talented math class	\$39,000/yr. x 33.33% of time on grant = \$13,000	\$13,000
1.1.4, 1.3.2, 2.1	100-100	Professional Development Compensation - 4 math teachers attend Summer in-service talented math training	4 teachers x 10 hours per teacher x \$25/hour = \$1,000	\$1,000

BUDGET DETAIL FORM B

*Personal Services – Employee Benefits
Function & Object Code 200-200*

Date: June 1, 2002

NGO TITLE: Math for Talented Students



Check box if this is a subgrantee form and identify subgrantee below.

APPLICANT (LEAD) AGENCY: Bakersfield Public Schools

SUBGRANTEE: **Moline Central**

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* package for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

POSITION/NAME	GRANT REQUESTED SALARY AMOUNT	FICA <u>7.65%</u>	TPAF <u>5%</u>	PERS -----%	WRKR'S COMP <u>0.81%</u>	UNEMPLY. <u>0.25%</u>	DISABIL. <u>0.10%</u>	HEALTH <u>Varies</u>	OTHER SPECIFY: <u>Dental - Fixed \$120</u>	TOTAL % OF BENEFITS	GRANT REQUEST AMOUNT (BENEFITS ONLY)
Teacher/Vacant	\$13,000	994	650	-0-	105	32	13	1,489	40	25.5%	\$3,323
Professional Development 4 teachers	\$1,000	76			8	2				8.6%	\$86

**NOTE: Complete this form only when
Requesting subgrants as part of the budget**

**NJ DEPARTMENT OF EDUCATION
SUBGRANT BUDGET SUMMARY**

Page 1 of 1

Applicant (Lead) Agency: Bakersfield Public Schools

CO/Lead Agency Code: 0 1 / 2 3 4 5

NGO Title: Math for Talented Students

NGO#: 0 1 – A B 0 1 – C 2 3

BUDGET CATEGORY	FUNCTION & OBJECT CODE	Subgrantee: <u>Moline Central</u>	Subgrantee: _____	Subgrantee: _____	Subgrantee: _____	Subgrantee: _____	TOTAL <i>Sum of all subgrant columns</i>	ADMIN. COST SUMMARY
INSTRUCTION								
Personal Services - Salaries	100-100	14,000					14,000	
Purchased Prof. & Tech Svcs.	100-300							
Other Purchased Services	100-500							
Supplies and Materials	100-600							
Other Objects	100-800							
SUBTOTAL - INSTRUCTION		14,000					14,000	
SUPPORT SERVICES								
Personal Services - Salaries	200-100							
Personal Svcs. - Emp. Benefits	200-200	3,409					3,409	
Purchased Prof. & Tech Svcs.	200-300							
Subgrant Cost Summary	200-320							
Purchased Property Svcs	200-400							
Other Purchased Services	200-500							
Travel	200-580							
Supplies and Materials	200-600							
Other Objects	200-800							
Indirect Costs	200-860							
SUBTOTAL - SUPPORT SERVICES		3,409					3,409	
FACILITIES ACQUISITION & CONSTR. SVCS								
Buildings	400-720							
Instructional Equipment	400-731							
Non-Instructional Equipment	400-732							
SUBTOTAL - FACILITIES								
TOTAL COST		17,409					17,409	

TOTAL AMOUNT OF SUBGRANTEE MATCHING FUNDS COMMITTED TO THIS PROJECT*:

\$0

**Complete only when there is a matching funds requirement in the NGO*

NJ DEPARTMENT OF EDUCATION APPLICATION FOR FUNDS - BUDGET SUMMARY

Applicant (Lead) Agency: Bakersfield Public Schools

CO/Lead Agency Code: 0 1 / 2 3 4 5

NGO Title: Math for Talented Students

NGO#: 01 – A B 0 1 – C 2 3

BUDGET CATEGORY	FUNCTION & OBJECT CODE	GRANT FUNDS REQUESTED			TOTAL <i>Sum of columns 1-3 (Column 4)</i>	ADMIN. COST SUMMARY (Column 5)	
		STATE FUNDS (Column 1)	FEDERAL FUNDS (Column 2)	OTHER FUNDS (Column 3)			
INSTRUCTION							
Personal Services - Salaries	100-100		24,000				
Purchased Professional & Technical Services	100-300						
Other Purchased Services	100-500						
Supplies and Materials	100-600		6,080				
Other Objects	100-800		200				
SUBTOTAL - INSTRUCTION			30,280				
SUPPORT SERVICES							
Personal Services - Salaries	200-100		14,000				1,500
Personal Services – Employee Benefits	200-200		7,353				129
Purchased Professional & Technical Services	200-300		1,890				
Subgrant Cost Summary	200-320		17,409				
Purchased Property Services	200-400						
Other Purchased Services	200-500		400				
Travel	200-580		765				
Supplies and Materials	200-600						
Other Objects	200-800						
Indirect Costs	200-860						
SUBTOTAL - SUPPORT SERVICES			\$41,817				\$1,629
FACILITIES ACQUISITION & CONSTR. SVCS							
Buildings	400-720						
Instructional Equipment	400-731		27,903				
Non-Instructional Equipment	400-732						
SUBTOTAL - FACILITIES			\$27,903				
TOTAL COST			100,000			\$1,629	

TOTAL AMOUNT OF MATCHING FUNDS COMMITTED TO THIS PROJECT*:

\$21,750

*Complete only when there is a matching funds requirement in the NGO.

Business Administrator/Chief Fiscal Officer

Date

MATCHING FUNDS SUMMARY & EXPENDITURE REPORT

(Complete this form only when required by the NGO)

NGO TITLE: TalentSearch, USA	<input type="checkbox"/> Check box if matching funds are provided by a subgrantee. Identify the subgrantee below.
APPLICANT (LEAD) AGENCY: Bakersfield Public Schools	SUBGRANTEE:

Complete this box for Matching Funds expenditure Reporting:	Report #: _____ Reporting Period: (from) _____ (to) _____	<input type="checkbox"/> Check box if FINAL report
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NOTES: Copy this form. Refer to Part III: Constructing a Grant Application Budget in the Discretionary Grant Application (DGA) package for instructions.

PROGRAM GOAL/ OBJECTIVE/ ACTIVITY	COST CATEGORY <i>(e.g., salaries, supplies, equipment, etc.)</i>	MATCHING FUNDS BUDGETED <i>(by cost category)</i>	MATCHING FUNDS EXPENDED <i>(by category)</i>
1.3.2, 1.3.4 & 5	Instructional Salary	21,000	
2.1.1 – 2.1.5	Support Salary	750	
TOTAL MATCHING FUNDS BUDGETED:		\$21,750	
TOTAL MATCHING FUNDS EXPENDED:			

*Use a copy of this form for reporting matching expenditures when submitting interim and final expenditure reports.

